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Library Trustees Minutes 11-12-2002

Robbins Library Board of Trustees
November 12, 2002

Call to Order

Ms. Radochia called the meeting to order at 7:37 PM. Attending were trustees David Castiglioni, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Patricia Deal, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture. The board welcomed newly appointed member Katharine Fennelly. They also noted their appreciation for the enthusiasm and efforts of outgoing trustee Katharine Lawrence.

The trustees also expressed their sorrow regarding the death of Margaret Spengler who had previously served as a Library Trustee and chaired the Library Fundraising Campaign for the building renovation/addition. Ms. Radochia will convey condolences to Mrs. Spengler's family. Ms. Loud will represent the library at a memorial service for Mrs. Spengler at Town Hall on November 23rd.

Approval of Minutes

There were some corrections to the minutes of the October 8th meeting. In the "Robbins Print Fund" paragraph, there was a clarification regarding the funds from which allocations were made. \$1800 for circulating prints and \$200 for personnel (\$2,000 total) will be paid from the Robbins Print Fund. Additional personnel costs of \$2500, \$500 for loaning expenses and \$500 for mailings (\$3,500 total) will be paid from the Robbins Art Fund. In the "Author Program" category, the name of the October 10th program speaker was corrected to "Mameve Medwed". The corrected minutes were approved on a motion by Ms. Deal; seconded by Mr. Castiglioni. Approved unanimously.

FY2004 Budget

The trustees received two spreadsheets showing FY2004 requests for expenses and salaries. As directed by the Town Manager, the budget requested would maintain services at the current level; no new initiatives were included. In the budget narrative, in the "Three Year Outlook" paragraph, Ms. Ruderman suggested including money amounts in the discussion of State Aid. Ms. Fennelly made a motion; seconded by Ms. Deal, to accept the director's preliminary budget for submittal to the Town Manager's office. Passed unanimously.

Author Program

For the spring program, Ms. Loud proposed a panel of 3-5 Arlington authors of fiction books. The trustees were in favor and encouraged Ms. Loud to pursue this idea.

Review of Donor Solicitation Letter

Ms. Ruderman distributed a draft of the solicitation letter for this year's campaign. A few changes in wording were made. The trustees discussed how broad the mailing should be.

Trustee By-Laws

Mr. Murphy's proposed revisions of the trustee by-laws were distributed. Most concerned the change in title from Secretary to Vice Chairperson/Secretary. Other minor revisions were discussed, including the addition of a sentence stating that "The Trust Fund Liaison shall also prepare a budget for the next fiscal year." The time period for notification of special meetings will now be 48 hours. Ms. Fennelly moved to accept the bylaws as amended; seconded by Ms. Ruderman. Passed unanimously.

Outline of Annual Report

Ms. Loud distributed a proposed outline for the 2002 annual report. The board was satisfied with the format and directed Ms. Loud to proceed.

Robbins Print Collection

Ms. Loud and Ms. Gentile will meet soon with a representative from Tucker Furniture about cabinets for the Conference Room to house the prints. Negotiations are under way with the town regarding insurance coverage for the print loans to Assumption College and Plymouth State College.

Other

Staff Appreciation – The trustees will fund a staff appreciation luncheon in December. Upon investigating catering prices, Ms. Loud requested that the trustees raise the allotted amount of money. Ms. Ruderman moved to allocate up to \$650, \$100 of which to be transferred from the account for Volunteer Appreciation, which has a balance remaining after the purchase of volunteer gifts; seconded by Ms. Deal. Passed unanimously.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Ms. Deal; seconded by Ms. Fennelly. The next meeting will be held on Tuesday, December 10th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture